



Welcome to APA's Musical Theatre Guild, where strangers become friends for a lifetime!

We are looking for 2023-2024 Committee Chairs, "Shadows", and Volunteers.

If you are interested in volunteering, please contact Jeff Mullin.

PERFORMANCE EVENTS

Main Stage: (Renee Anderson) Coordinates and manages all front-of-house production elements for Fall and Spring Main Stage shows, including Concessions, flowers/telegrams, Media, any VIP and/or judging activities, decor in the theater lobby, setup/teardown, and other needs of Main Stage shows. Acts as point-of-contact with school staff, and for all volunteers. Chairs production meetings and coordinates with sub-committees as follows:

- **Concessions: (Anna Blanke & Jennifer Mullin)** Purchases all necessary food and drink items for all 3 major shows. Creates themed foot and dessert items for the annual fundraiser show. Designates 1-2 concession leads at every show to supervise staff. Sets-up and tears-down of the concessions stand at all shows.
- **Flowers/Telegrams: (Christy Hunter)** Procures and manages sales of show merchandise and flowers at each performance of the 3 major shows. Sets-up and clears all necessary equipment and supplies.
- **Set-Up: (Janet Eckert, Carrie O'Brynes)** Coordinates with all committee chairs on their requirements. Sets up and clears the equipment (tables, canopies, electrical, etc.) for concessions, grams/flowers and box office for each of the 3 major shows. Assists Design & Decor Team in set-up and tear-down of lobby decor.
- **Decorations: (Jera Mehrdad, Katie Fisher)** Coordinates design and construction of lobby/outdoor decorations appropriate for Fall and Spring Main Stage shows and the Winter Fundraising Show. Collaborates with Set-Up Chair.
- **Bonnie Castrey Reception: (Kendra Jones)** Plans and manages Sunday matinee receptions for APA's biggest supporter, and her guests at Main Stage shows.
- **VIP's & Judge's Reception: (Sandy Aniceto, Kelly Higgins)** Plans and organizes the room and refreshments for the Macy judges. Acts as hostess the day of the event.
- **Double-Tech Dinner: (Jozann Borenstein)** Organizes dinner for cast and crew on the Sunday prior to opening performances for each of the 3 major shows. Manages parent volunteers for food, drink, set-up, receiving food, serving, clean-up etc.
- **Signage Coordinator: (Jenni Bielicki)** Creates, coordinates, and manages production of any signage and/or printed materials needed for all MT shows and activities throughout the year.

Class Showcases: (Michela Ingwerson) Manages and coordinates all grade-level class showcase productions, usually held at The Rose Center Theater and includes Freshman Scenes, Sophomore Songs, Junior Class Productions and other class showcases as determined by MT faculty. Organizes ticketing, volunteer needs, and concessions/flower sales if applicable.

Surf City Singers: (Suzy Nunley) Coordinates wardrobe and conducts fittings. Assists Directors with purchase of costumes/accessories, as needed. Tracks costumes loaned to members, collects wardrobe contributions and student contracts. Assists with schedules and transportation or show appearances as needed.

Show Media: (OPEN) Arranges the Main Stage and Annual Benefit Show performance Photo and DVD sales for each production.

MARKETING

- **Marketing: (OPEN)** Coordinates distribution of marketing materials for each of the 3 major shows, including posters/signage around greater Huntington Beach, develops marketing material such as video promo clips, car window advertising, photos and flyers.
- **MT Social Media: (OPEN)** Helps promote shows and the program throughout the year on social media outlets.

FUNDRAISING

Winter Fundraiser Benefit Chair: (OPEN) Coordinates and manages all front-of-house production elements for the January Winter Benefit Black Box show, including Procurement, Silent Auction, Wine Wheel, Concessions, flowers/telegrams, Media, any VIP and/or judging activities, theme/decor, setup/teardown, and other needs of the Benefit Show event. Acts as point-of-contact with school staff, and for all volunteers.

- **Procurement: (OPEN)** Coordinates the solicitation of donations from businesses and services for the January fundraising event. Distributes approved donation and advertising request letters. Recruits and manages a team to solicit donations via phone and in-person requests. Collects and manages a list of all donations and transfers to the Silent Auction Committee.
- **Silent Auction: (Jennifer Prewitt, Katie Collins)** Manages the opportunity drawing and silent auction portion of the annual fundraising event. Receives donations provided by procurement, creates item descriptions, groups into baskets or other item displays as needed, arranges bid sheets, opportunity drawing, and signage. Oversees drawings/auction at fundraiser show, determining winners and ensuring their receipt of prizes. Coordinates class baskets with the class reps.
- **Wine Wheel: (Sarah Lukasiewicz, Josh Lukasiewicz)** Procures wine from wineries, parents, grocery stores etc. Makes digital copies of all wine labels and adheres to display board. Organizes the wines into groups based on retail price point. Sets up and runs wine wheel booth at fundraiser. Oversee that all wine is delivered to winners.

MACY's Meals: (OPEN) Communicates with all OC schools attending MACY Awards and takes meal orders from all participating schools. Purchases food and supplies. Secures and coordinates volunteers to assemble boxed meals on awards day (end of year, usually late May), then loads and delivers meals to MACY Awards location. At the event, distributes meals to each school that has placed orders. Also responsible for providing sandwiches, salad, cookies and beverages for 80 MACY judges and staff, and setting up the room.

MT Wear: (Michela Ingwerson) Coordinates styles, gets logos approved with Susan West, sets up and sells, tracks sales, manages website with Treasurer's help. Coordinates delivery of orders.

Auditions & Audition Workshop: (OPEN) Coordinates the Musical Theatre Workshop (usually in January). Provides help at the event and assists the faculty as needed in preparing materials, recruiting volunteers, arranging meals, and overall coordination of event. Help at outside check-in during auditions (usually Feb).

MT Banquet: (OPEN) Coordinates with MT Board & Directors to secure location selection and theme for year-end department celebration. Coordinates catering, rentals, decorations, AV equipment, invitations, meal tickets, and reception desk at event. Supervises the making of the "senior boards."

CLASS REPS: (9th-Alicia Mariano, 10th-Carrie O'Byrnes & Edna Angelino, 11th-Amy Wong, 12th-OPEN) Organize activities for their respective classes that are fun, educational, and facilitate comradery. Attend monthly guild meetings and update parents on class news. Coordinate the collection of class donations toward a class sponsored basket for the winter fundraiser.

Additional positions that will be available through Signup.com before each production:

- **Usher-** Assist guests with directions, seating, distribution of Playbills, and any other general house needs.
- **Backstage Supervision-** Maintain order, quiet and cleanliness in designated backstage areas, ensure doors are secure and no non-show visitors gain entrance to increase the safety of our performers.
- **Box Office-** Assist Box Office Manager with ticket sales, Will Call, and general ticketing help.
- **Greeter-** Assist the house manager and Box Office crew with maintaining orderly ticket lines, and help direct guests to the appropriate line.
- **Concessions-** Assist with set up, selling of concessions, and tear down.
- **Telegrams-** Assist with set up, selling of telegrams, and tear down.
- **Set up & Tear Down-** Assist in setting up tables, pop-ups, electrical needs before each show.